

MNG-5**RECONSIDERATION OF MATERIALS IN THE LIBRARY'S COLLECTION****Policy Statement:**

The library's collection reflects a variety of viewpoints on a variety of subjects. Because a collection of diverse materials may result in complaints about materials or requests for reconsideration of materials, the library has a process for the reconsideration of library materials to assure that concerns are handled in an attentive and consistent manner.

Definition:

Reconsideration request: a request to remove or reclassify an item in the library's collection.

Regulations:

1. The Collection Development Policy governs the addition or withdrawal of items in the collection.
2. The selection of any item does not imply endorsement of any expressed viewpoint. Library material will not be identified to show approval or disapproval of the content, nor will items be sequestered, except for the purpose of protecting them from damage or theft.
3. Library staff is available to discuss concerns and comments about the suitability or classification of an item in the library's collection and will try to assist customers in finding materials that are suitable for their use.
4. If customers wish to pursue their concerns further than discussion with staff, they may fill out a Request for Reconsideration of Library Materials form.
 - a. The Request for Reconsideration form can be picked up from any Library public service desk.
 - b. Customers must reside within the library's service area in order to fill out this form (Chase, Clay, Dickinson, Geary, Lyon, Marion, Marshall, Morris, Pottawatomie, Riley, Wabaunsee, and Washington counties).
 - c. This form can only be filled out for one title at a time.
 - d. The Request for Reconsideration form must be filled out completely to be considered valid.
5. The director will inform the board of trustees of all requests for reconsideration of library materials and their disposition in a timely manner.

6. Completed forms are to be sent to the director.
7. Upon receipt of a Request for Reconsideration form, the director will appoint an ad hoc committee from the staff to consider the material and set a deadline for the committee to make recommendations for the disposition of the material of no later than four weeks from the time the form was received. The committee can use the "Request for Reconsideration Committee Form" as they work through the reconsideration process.
8. The material will be removed from the shelf as needed for the committee to review during the reconsideration process.
9. The director will notify the person who initiated the request in writing of the committee's decision.
10. If the person (persons) submitting the Request for Reconsideration form, disagree with the library's response, an appeal can be made to the Board of Trustees in the form of a written letter no later than four weeks after the date on the Director's letter.
11. The president of the board will request a subcommittee of at least three board members to review the material. The president will set a deadline for completion of the review, no later than two months of the receipt of the appeal.
12. The board will make a decision following the subcommittee's report and recommendation.
13. The president of the board of trustees notifies the customer of the final decision in writing.
14. The final decision will stand for twelve months, and new requests for reconsideration for the same title will not be considered until the decision expires after twelve full months.
15. The ALA Library Bill of Rights and the Freedom to Read and Freedom to View statements are endorsed by the library board of trustees.